

Mountwest Community & Technical College CareerFocus™

Winter 2010 | Issue 5



**American
Sign Language**

Smart Job Search

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for you?**

Paralegals:

A vital role in the legal system

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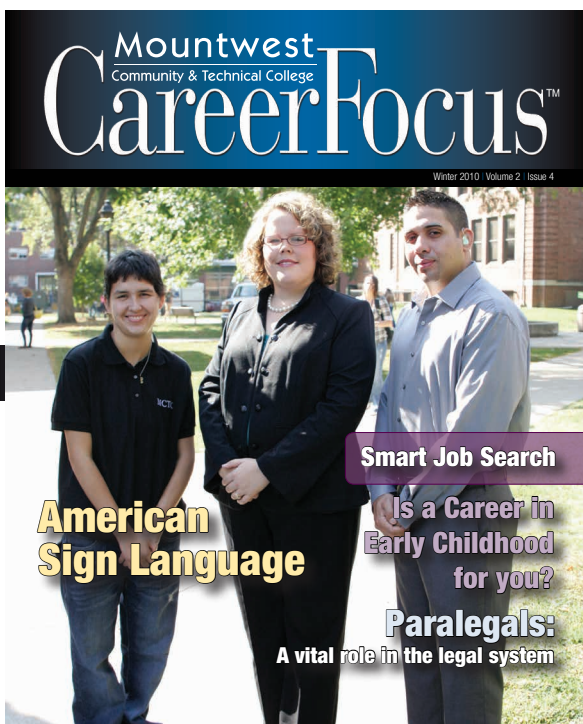
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Mountwest Community & Technical College CareerFocus™

On the cover: from left to right
Ashley Sever (student), Leigh-Ann Brewer (instructor) and
Jeremiah Cruz (student)

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PRESIDENT'S *Page*



“Our faculty and staff are engaged in a constant search for ways to strengthen our teaching methods, curricula, and services, the goal of which is to help you advance your career potential.”

At Mountwest Community & Technical College, we are committed to continuous improvement. Our faculty and staff are engaged in a constant search for ways to strengthen our teaching methods, curricula, and services, the goal of which is to help you advance your career potential.

The Career Focus® publication is reflective of that commitment. Within this issue, we feature some of the many career options available to you through our Liberal Arts and Human Services Division. Like all of our divisions, you may receive a one-year certificate or a two-year associate's degree in many of the career options offered. Your education through our Liberal Arts and Human Services Division can lead you to a rewarding career in fields such as Paralegal, American Sign Language, Early Childhood Education, Library Science and more.

Success runs deep at Mountwest thanks to our loyal and dedicated team. I encourage you to read the several student spotlights sprinkled throughout this issue. These are just a few examples of the thousands of success stories produced through Mountwest. My hope is that you will choose to share in the success that so many others have achieved by enrolling at Mountwest today.

I thank you for your interest in Mountwest Community & Technical College as we strive to help you meet your higher education aspirations and career goals.

A handwritten signature in black ink, appearing to read 'K. Cotroneo', with a long horizontal flourish extending to the right.

Dr. Keith J. Cotroneo
President, Mountwest Community & Technical College

JOBBS

Smart Job Search

There's a right way—and a wrong way—to look for a job.

When you're looking for a job, the quality of the time you spend searching is often more important than the quantity.

"There are folks who are spending a ton of time sitting in front of the computer, sending their resumes off into cyberspace and not getting any responses," says Sarah Boland, coordinator of career and employment services at Diablo Valley College in Pleasant Hill, Calif.

To make the best use of your job search time, first consider how companies fill jobs. More than one-quarter of outside hires were made via referral in 2009, according to a survey by CareerXroads. Company websites accounted for about 22 percent of outside hires, and job boards for about 13 percent. The survey found very few hires from social media.

Networking, then, should be your top priority, since it leads to referrals. Use job boards in moderation. Social media may be better as a networking tool than as a direct link to a job.

Step away from the computer

Experts' main advice on what not to do: Don't spend all your job search time in front of a computer screen.

"Your time online looking for a job can almost be like a black hole if you don't spend it wisely," says career coach Chandlee Bryan of Best Fit Forward.

Many of the activities that are recommended, such as getting out of the house and meeting people, can also keep you from becoming depressed and giving up on your search—a definite recipe for failure.

Proceed with caution

A number of traditional and newer job search tools can be very helpful—but only if you use them correctly and don't go overboard.

- Job boards. Do look online for jobs, but don't make this the centerpiece of your hunt.

"If you can find an online job posting, so can thousands of other people," says Dr. Janet Civitelli, associate director of university career services at the University of Houston. "I recommend limiting online surfing for job postings to one hour per day."

- Social media. Facebook, LinkedIn and other sites can be great for keeping up connections with people who may be able to help you. But again, you can spend too much time online and not enough on other parts of your search. Civitelli recommends limiting social media time to an hour per day as well.
- Online research. It's a great idea to identify some key companies you'd like to work for, then go to their sites for job postings and news.

"Go to those websites and really learn what's going on," says Wendy Gelberg, owner of Gentle Job Search and Advantage Resumes. Just make sure it doesn't become a substitute for connecting with people.

- Working with recruiters. Remember that recruiters work for the company that is hiring, not for you. Do talk to recruiters who specialize in your field, but don't spend a lot of time on it, says Barbara Safani, owner of Career Solvers. If you're right for a position they are filling, they will be in touch.
- Job fairs. Use job fairs to get a sense of what companies are looking for and to practice introducing yourself and interviewing. But don't assume you'll walk out with a job.

Go where the people are

You should spend most of your job search interacting with other people. The relationships that are likely to be most fruitful are those that involve more than you simply asking, "Do you know of any openings?"

"It's not just about selling yourself," Boland says. "It's about active listening and being genuinely interested in what others are saying."

Activities that help you get to know a wide variety of people are helpful, even—or especially—if you don't spend every minute asking people about jobs.

Some job seekers join success groups, groups of people who are looking for work and agree to meet regularly to help each other. Volunteer work, classes and internships are all good ways to make professional contacts as well.

A limited part of your networking time may be spent at the computer, sending follow-up notes to people you met or setting up lunches and informational interviews.

"The key is to be out in the world and engaged with others," Civitelli says.

American Sign L

Those interested in programs at Mountwest Community & Technical College can visit www.mctc.edu for more information or call 1-866-N-ROLLED.



from left to right

Ashley Sever (Student)
Leigh-Ann Brewer (Instructor)
Jeremiah Cruz (Student)

Language

American Sign Language (ASL) is the language of the American Deaf Community. Those who are proficient in American Sign Language have a variety of career options available to them.

These careers can be exciting and very rewarding for both deaf and hearing individuals. Some individuals may choose to go into sign language interpreting. American Sign Language Interpreters facilitate communication between deaf / hard of hearing people and those who can hear. In other words, interpreters convert spoken communication into sign language. In order to be an interpreter, one must be proficient in both English and ASL. Interpreters can work for video relay services, hospitals, schools, police stations, courtrooms, etc. Deaf individuals proficient in ASL may choose to become a certified deaf interpreter who serves as a liaison for deaf individuals, who may have cultural barriers, minimal or limited communication skills, vision loss, etc. Choosing a career in interpreting might be the right choice for you if you enjoy languages and working with people.

Another career option is in the field of education. Teachers of the deaf can work in a variety of educational settings, such as residential schools for the deaf or public schools in mainstream settings. Some may want to work as a parent advisor with the Ski*Hi Preschool Program that is a home-based preschool/parent education program for deaf and hard-of-hearing children. Those fluent in ASL may also want to become ASL teachers. With the growing interest in ASL, many schools, colleges, and universities are seeking qualified ASL instructors to teach American Sign Language courses.

Other career possibilities include, but are not limited to:

- Travel Agencies - providing services to the deaf and hard of hearing
- Mental Health Services - there is a need nationwide for counselors / mental health professionals who can communicate with Deaf clients
- Vocational Rehabilitation - colleges and VR agencies that serve Deaf people need employment and rehabilitation counselors familiar with the employment issues of Deaf people and are proficient in ASL
- Social Work - there will always be a need for social workers who can communicate in ASL

Careers in American Sign Language will help keep you connected with the Deaf community and allow for a rich and diverse cultural experience for those who enter the field.

If you are interested in learning American Sign Language, Mountwest Community & Technical College is a great place to begin. We offer ASL classes at beginning and advanced levels, as well as a variety of Deaf culture / history courses. Visit us today at www.mctc.edu to see if the ASL Program is the right choice for you.



student Spotlight

ASHLEY SEVER

The American Sign Language program means a lot to me, because it helped me realize that I have skills to help other hearing students learn sign language. This program gave me an opportunity to work with students. Also, I was able to become the President of American Sign Language Student Association, at Mountwest Community & Technical College because of this program. As a deaf student, it feels good to graduate with an Associate's Degree in American Sign Language from Mountwest. I'm hoping to continue to work in the ASL program after I graduate this December.

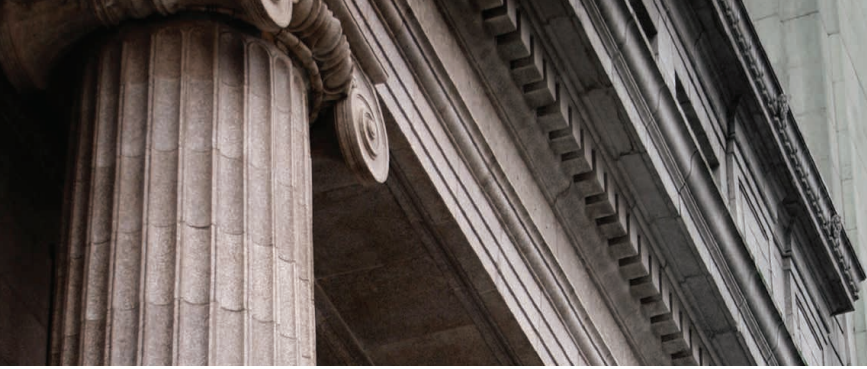
JEREMIAH CRUZ

When I graduated high school, I was excited to choose the college that I would attend, but being deaf and living in Staten Island, New York, I was told I had only two choices. I felt limited. When I moved to West Virginia, I realized I had more choices. My choice was Mountwest.

My first affiliation with Mountwest was when I learned they had established an American Sign Language Program. I applied to work as a facilitator in the ASL Resource Laboratory. I was hired for this position and felt that my skill level appropriately matched the job requirements. Historically, deaf people have been hired beneath their capabilities. Mountwest didn't judge me based on my deafness; they gave me an opportunity based on my talents.

I am majoring in American Sign Language at Mountwest Community and Technical College. Having the opportunity to work in the ASL Lab showed me that my calling was to be an ASL professor, because my passion is teaching. Being involved with Mountwest has changed my life. Oftentimes as a deaf student in a public college, one tends to feel isolated due to lack of communication. However, I am able to communicate with the hearing students who are learning ASL, and I even get invited to their homes for social events, which means a lot to me. It makes me feel like I am really experiencing college life. The ASL Program hosts extracurricular events that are in ASL, which has opened up a new world to me. After I obtain an Associate's degree, I plan to complete a bachelor's degree in education and continue on for a master's and a PhD. While pursuing my education at Mountwest, I am researching and organizing ideas in preparation to write my first book.

I definitely recommend Mountwest to other deaf individuals interested in a college education!



Paralegals:

A vital role in the legal system

student *Spotlight*

CHARLES SEAY

I can't say enough about the Legal Assisting Program at Mountwest. The classes, along with the experienced and knowledgeable staff, helped set me up for success.



I started back into the program one month after returning from a combat deployment in Iraq. I was already busy with work and planning our wedding, but I wanted to earn my degree quickly so I could begin my professional career. I created a challenge for myself by enrolling in very full semesters, but my course instructors really went above and beyond to help me along the way. They kept the course material interesting and went out of their way to explain assignments in a way that I would understand. They were patient and accommodating when I had scheduling conflicts. I formed a bond with my instructors that continues to this day.

Mountwest provided me with the tools and knowledge I need for a successful career. The smaller classroom gives a better student-to-teacher ratio, which leads to a more hands-on approach. I definitely recommend Mountwest to anyone looking to advance their education and career.

SARAH R. PATTERSON

I started school at 18 like everyone else. I went to Mountwest for one semester, had my son and took two years off. I was working at SMMC as a clerk and doing well, but I wasn't completely happy. In 2009, I reapplied to Mountwest and went back that fall. I was a mommy, worked full-time at SMMC, worked part-time at a law firm as an intern and took summer classes. It was very hectic and challenging, but when my internship was complete, the attorney asked me to stay. It was the best decision I have ever made for me and my son. I am working at the firm as a paralegal and will finish my paralegal AAS in December. After that, I plan to attend Marshall in the spring and begin my BA in criminal justice. My ultimate goal is to go to law school.



Mountwest has made it easy and economical for me to continue my education by offering an array of classes to fit my schedule. My child comes first even if it is detrimental to my education, but thanks to Mountwest, I have not had to choose.

WHAT IS A PARALEGAL?

A paralegal is highly trained, skilled individual with an important role in the American legal system. Although paralegals can never give legal advice or engage in activities which could be interpreted as practicing law, the paralegal's role in the legal arena is critical and very broad. Paralegals act under the ultimate direction and supervision of attorneys and perform work which, without the paralegal's assistance and special knowledge of legal concepts, would be performed by the attorney.

WHAT DO PARALEGALS DO?

Some paralegals will specialize in one specific function or area of the law. For example, litigation paralegals will spend a great amount of time helping the attorney prepare for hearings and trial, organizing evidence, drafting motions, answering interrogatories, etc. Other paralegals will work in a more general range without a specific concentration of work content. The day-to-day duties of a paralegal vary greatly depending upon where they are working. Most paralegals will prepare and review highly technical paperwork. Paralegals often engage in investigative areas of a case, including research of existing law. Some paralegals have a great deal of contact with clients, whereas others spend more time with document review and preparation. Today's paralegals are required to have the ability to build and access computer databases in addition to internet and word processing skills.

WHERE DO PARALEGALS WORK?

Of course, many paralegals are employed in law firms ranging in size from one attorney to several hundred lawyers. However, paralegals are employed in a variety of other venues as well. Both federal and state governments hire paralegals. Many businesses or corporations which deal with legal specific areas, e.g. real estate, bankruptcy, debt collections, health administration, banking, environmental causes, etc., often hire paralegals.

WHAT KIND OF EDUCATION AND TRAINING IS AVAILABLE TO BECOME A PARALEGAL?

Many community and technical colleges offer a two year associate degree curriculum to prepare individuals to work as paralegals. Nationwide, a small percentage of these programs hold the distinction of having the approval of the American Bar Association (ABA). Mountwest Community and Technical College is the only paralegal program in the state of West Virginia to have the ABA's approval. This approval marks Mountwest's commitment to quality education and workforce readiness through meeting the strict requirements of the ABA Guidelines for Paralegal Education.

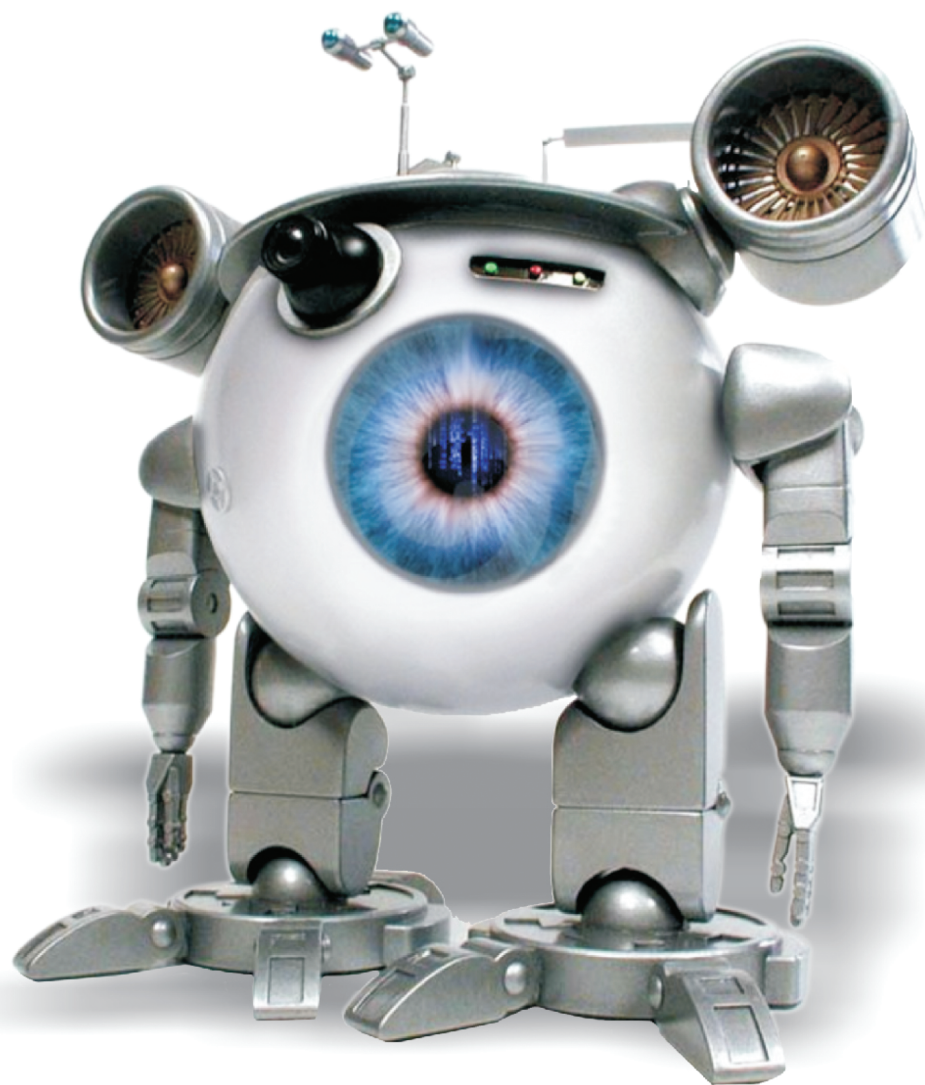
WHAT KIND OF CLASSES WILL BE REQUIRED TO OBTAIN A DEGREE IN PARALEGAL STUDIES AT THE ABA APPROVED MOUNTWEST PROGRAM?

All graduates will have completed multiple required and elective legal specialty courses. These classes include civil litigation, legal research and writing, ethics, computer applications in the law office, interviewing and investigation, family law, medical law as well as many others. All graduates will also have completed general education courses in addition to the legal specialty courses.

WHAT IF YOU WANT TO CONTINUE YOUR EDUCATION AFTER COMPLETING THE ABA APPROVED MOUNTWEST PROGRAM?

Mountwest has a cooperative agreement with Marshall University wherein many of the credits earned in achieving the two-year Associate Degree in Paralegal Studies will transfer and apply toward the 4 year Bachelor Degree in Criminal Justice. Advisors and faculty are available to help students maximize this special opportunity afforded to Mountwest Paralegal Studies graduates.

Article by Heather Hussell,
Program Coordinator



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A Career in Libraries

A career in libraries, or the information professions, can be very rewarding. If you enjoy organizing things and helping people, you may enjoy working in a library or other information setting. Library technicians and librarians are considered "Information Professionals." According to the Special Libraries Association, "An Information Professional (IP) strategically uses information in his/her job to advance the mission of the organization. The IP accomplishes this through the development, deployment, and management of information resources and services. The IP harnesses technology as a critical tool to accomplish goals."

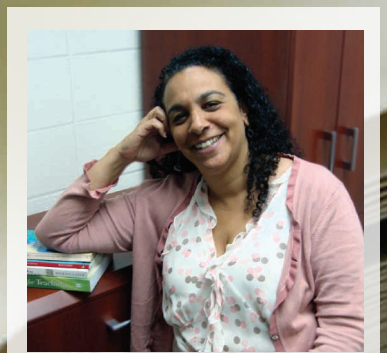
Careers in this field are numerous. In general, we divide libraries into four main categories: academic, public, school and special.

Careers in an academic setting include library technicians at two and four year institutions. Public libraries also hire library technicians. Although it differs from state to state, most school libraries will hire librarians with a current teacher certification and sufficient library certification. The field gets wide open when it comes to special libraries. Special libraries include, but are certainly not limited to, church libraries, prison libraries, corporate libraries, music libraries, news libraries, medical libraries and law libraries.

Kim Dority, in her book "Rethinking Information Work" (www.rethinkinginformationwork.com/), divides information jobs into three categories: traditional, nontraditional and independent. Traditional information jobs are found in public and academic libraries as well as school library media centers, archives, government document depositories, map libraries and other special collection libraries. Other information centers include golf libraries, armed forces libraries, and medical libraries. Someone taking a nontraditional path might find work in advertising agencies, architectural firms, museums, consulting firms, private corporations, correctional institutions, zoos, historical societies, presidential libraries and government. Some job titles of folks in nontraditional information professions include assistant editor, database librarian, project coordinator at a non-profit corporation, and personal librarian to Kevin Kelley, the founding editor of Wired Magazine. Independents could do everything that a traditional or nontraditional information professional would do but within a broader context as a freelancer or contractor. You can also look at the American Library Association's list of support staff positions in libraries at <http://www.ala.org/ala/educationcareers/careers/paths/listsupportstaff.cfm>.

For more information, visit the Department of Labor's Career Outlook Handbook at <http://www.bls.gov/oco/ocos316.htm>. Library technician work generally requires at least a two year degree (available at Mountwest!).

If you enjoy organizing things and helping people, then a career as a Library Technician may be for you!



**Article by Kelli Johnson,
Program Coordinator**

student *Spotlights*



Angela D. Strait, MLIS

Mountwest Community & Technical College has a wealth of programs to help change the lives of its students. In particular, I would like to recommend the Public Library Technology (PLT) program to anyone who has an interest in librarianship.

At the age of 37 and married with three children, I decided to return to school. I had attempted college two other times, but due to the constraints life places on a working mother, it was too difficult to choose myself over my family, so it never really worked out. That is, until I tried Mountwest's online courses. My favorites were the PLT courses. The instructors were phenomenal. I cannot say enough about the support they provided. The courses were easy to follow, and everything I learned I was able to put to use day one in my position as Youth Services Program Coordinator at my local library.

When my current position came open in my local library, the first thing I did was contact my PLT professors – ALL of them. They all responded immediately answering any questions I had prior to my interview. I can't say enough about how reassured I felt going into that interview knowing I had been taught by the best of the best in my field.

Everything I learned during my PLT experience has been put to use. No matter how trivial I thought the assignment at the time, I have used it in my job. Not only did I get the job, I LOVE my job. Thank you Mountwest, and most of all, thank you to all of my PLT instructors! Thanks to you all of my dreams are coming true. Can you imagine actually having a job you like? I don't mind getting up every morning and coming to work now.

After I completed my studies at Mountwest, I went on to complete a bachelor's degree, and master's degree in Library and Information Science and a master's level certification in Advanced Library and Information Center Management. No one in my family holds a bachelor's degree. Never in my wildest dreams did I believe I could achieve a master's degree, but thanks to the continued support I received from my instructors at Mountwest, I had the courage and the confidence to move forward and continue my studies.

“Everything I learned during my PLT experience [at Mountwest] has been put to use. No matter how trivial I thought the assignment at the time, I have used it in my job. Not only did I get the job, I love my job. Thank you Mountwest, and most of all, thank you to all of my PLT instructors!”



Jennifer Adkins

When Jennifer Adkins of Huntington wanted to go back to full-time work after years of being a stay-at-home mom to her three children, legal assisting seemed like a perfect field to pursue. She had a bachelor's and a master's degree in English, and she'd been crafting her writing skills by working from home as a freelance writer and editor. She knew that research and writing skills would serve her well in

the legal field; all she needed to get started was an associate's degree in legal assisting from Mountwest.

“I really enjoyed going back to school and learning about a field I'd never worked in before. It was a great way to stretch some mental muscles I hadn't used in awhile,” says Adkins. Already having some credits in place from her previous degrees, she finished the courses necessary to complete her associate's in legal assisting in only three semesters. She landed her first job in the legal field a week before graduating in May 2010.

Today, Adkins is employed as a paralegal at the Huntington firm of Baker, Davis & McQueen. In March of 2010, she achieved an important step in her new career by passing the certification exam administered by the National Association of Legal Assistants (NALA), a feat only 113 paralegals in West Virginia have accomplished. Her new job is challenging, she says; “I'm learning more about the legal field every day.” Trying new things and fostering a lifelong love of learning are goals any Mountwest student or graduate can embrace.



Paula Ann Nelloms

August 2005, was the turning point in my life when Hurricane Katrina forced my family and me to leave our New Orleans home. I thought this was the end, but it was just the beginning to my new journey in life.

While we were living in a shelter outside Louisiana, a member of Christ Temple Church in Huntington offered to relocate us to Huntington. I started classes at Marshall University in the summer of 2006, got married and moved to Tennessee. I became pregnant with my third child, and my marriage began to fail. In December 2007, I moved back to New Orleans. After a brief reconciliation with my husband, my children and I moved back to Huntington in April 2008. I decided that regardless of any circumstances between me and my husband, I would start school so that I could provide a better life for my children.

When I went to enroll at Marshall, I was told my grades did not qualify me for admittance to the education program. The advisor told me I would need to start at the Community College. I was exhausted from the run around of trying to enroll. Reluctantly, I made my way to Sarah Dick, coordinator of Mountwest's Early Childhood Education program. She welcomed me and got me enrolled.

In May 2009, I became homeless and lived in the Huntington City Mission for five months. This was a hard transition for me and the kids and I even considered quitting school. Mrs. Dick and the Mountwest faculty and staff aided my family. Everyone helped out.

Since then I have completed my A.A.S. in Early Childhood Education and my new life is amazing. I got a job as a teacher's aide for Southwestern Community Action Council. My kids are secure, because now, I am secure.



Facts & Finds

NEWS ABOUT CAREER AND EDUCATION

The Jobs We Want

The 2010 Universum American Student Survey asked college students to name the employers they'd most like to work for. Their answer varies depending on their college major, but for the fourth year in a row Web giant Goggle came out on top overall.

Where college students want to work:

- Business and IT students—Google
- Engineering students—NASA
- Natural science students—National Institutes of Health
- Humanities and liberal arts students—Teach for America

Source: www.universumglobal.com

What kind of job is that?

This recession has been coined the “man-cession” because of the massive job losses in the construction and manufacturing industries, which traditionally employ disproportionately high percentages of men... Last month the unemployment rate for women fell to 7.9 percent, compared with a steady 10 percent unemployment rate among men.

What a 9.7 Unemployment Rate Means, U.S. News and World Report | www.usnews.com, Feb. 5, 2010

Looking for a career with a promising future? Have you ever considered becoming a brownfields redevelopment specialist and site manager, a genetics counselor, a skin care specialist or a wind energy operations manager?

You say you've never heard of any of these jobs and have no idea how to get one? You'll find them on the U.S. Bureau of Labor Statistics list of Fastest Growing Careers or so-called “bright outlook careers.”

Many of the jobs on the list are old stand-bys such as registered nurses, computer software engineers and school teachers, but you'll be surprised at the new, unusual and off beat careers that are expected to grow in the near future.

Here's the scoop on the jobs:

Brownfield Redevelopment Specialist and Site Manager

- Plan and direct cleanup and redevelopment of contaminated properties for reuse.
- Projected growth of 7-13 percent
- Median salary: \$90,230

Genetic Counselors

- Assess individual or family risk for a variety of inherited conditions, such as genetic disorders and birth defects.
- Projected growth of 14-19 percent
- Median salary: \$43,630

Skin Care Specialist

- Cleanse and beautify the skin by giving facials, full-body treatments, head and neck massages, and by applying makeup.
- Projected growth of 20 percent
- Median salary: \$28,730

Wind Energy Operations Manager

- Manage wind field operations, including personnel, maintenance activities, financial activities and planning.
- Projected growth of 7-13 percent
- Median salary: \$90,230

Source: online.onetcenter.org/help/bright

Live (and Work) Happily Ever After

WORK LIFE AND HOME LIFE AREN'T AS SEPARATE AS YOU MIGHT THINK.

If you're happy in your job, you're probably happy in your marriage too. That's one finding of The Early Marriage Project which has been studying what makes marriages work—or not work—since the mid 1980s under the direction of Teri Orbuch, Ph.D.

For the sake of a healthy marriage, Orbuch (also known as Psychology Today's Love Doctor) recommends that couples regularly talk about their work day and find effective ways to relieve the stress of the workplace.

Most importantly, the study finds that spending your workday at challenging, rewarding activities contributes enormously to overall happiness and makes you a happier spouse.

“Workers who are fulfilled and stimulated during the workday tend to be happier individuals,” Orbuch concludes.

Source: “Happy Employees Make Happy Spouses: 4 Ways to Be a Happily Married Employee”, April 28, 2010 *Psychology Today* (www.Psychology-Today.com)

Money Still Isn't Everything

In his new book *Drive: The Surprising Truth About What Motivates Us* best-selling author Daniel Pink explains that money really doesn't motivate people to do their best work.

While we expect to be paid fairly for our work, it's not cash that drives us to excel. What most of us really want from our jobs is interesting work, and the freedom to explore, innovate and master our profession. We'd also like to get a little recognition for a job well done.

Although that may go against everything that we know about the workplace today, Pink explains that curiosity, inspiration and the desire to have a little fun with our work can provide more of an incentive than a big paycheck.

Drawing on research into human motivation, Pink concludes, “The secret to high performance and satisfaction—at work, at school, and at home is the deeply human need to direct our own lives, to learn and create new things, and to do better by ourselves and our world.”

moving forward >>> **toward your goals**

Mountwest Community & Technical College has classes and degree programs to move you toward your new goals. Choose part-time or full-time, day or evening classes. Start small with a certificate or jump right into an associate degree and transfer to a four-year institution.

Mountwest's small classes, comprehensive services and caring teachers are here to help you learn – and change. Not sure what's next? Take a look at this A-Z listing of Mountwest programs. You never know, something unexpected might catch your eye. And change your life.



Mountwest A-Z Listing of programs offered by Mountwest – Call 1.800.676.5533 for more information, or visit www.mctc.edu.

Area of Study	Degree	Prepares You For	Salary
Accounting	AAS, Certificate	entry level accounting, auditing clerk, bookkeeper	\$22,330 – \$30,350
Administrative Assistant, Executive	AAS	business offices, problem solving, computer software	\$31,600 – \$41,570
Administrative Assistant, Legal	AAS	legal offices, problem solving, computer software	\$36,990 – \$66,720
Administrative Assistant, Medical	AAS	medical offices, problem solving, computer software	\$26,630 – \$37,110
Agricultural Science	AAS, Certificate	agricultural work, inspecting, animal breeding, equipment operating	\$16,530 – \$38,188
Air Conditioning/Refrigeration	AAS	heating, air conditioning, refrigeration mechanics	\$34,819 – \$42,702
American Sign Language, Deaf Studies	AAS, Certificate	interpreter training program, effective communication with deaf persons, translator	\$20,550 – \$64,292
Animation and Game Developer	AAS	design software, programming, modeling and animation, designing and developing games	\$31,500 – \$43,500
Automotive Technology	AAS	automotive service technicians	\$29,910 – \$39,665
Banking and Finance	AAS	bank and finance terminology, computer software for financial institutions	\$23,316 – \$64,521
Biomedical/Instrumentation Technology	AAS	maintaining, troubleshooting, and repairing medical equipment	\$27,680 – \$45,750
Bioscience Technician	AAS	basic research, development, and testing	\$20,800 – \$31,200
Board of Governors	AAS	adult learners to meet occupational goals	N/A
Building and Occupational Trades	AAS	construction management and contracting	\$53,430 – \$92,350
Business Administration	AAS	business management, sales, project planning	\$31,880 – \$58,630

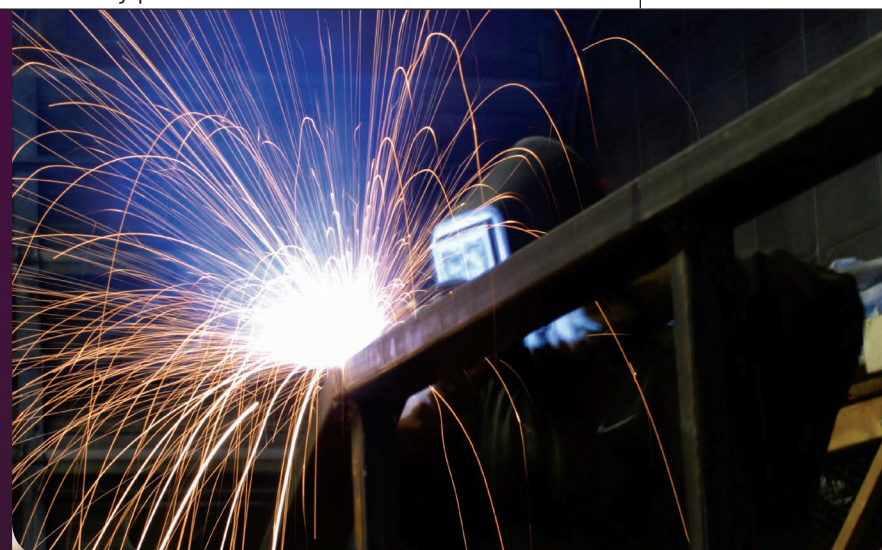
Area of Study	Degree	Prepares You For	Salary
Call Center Supervisor	AAS	entry level positions that lead to supervisory and management positions	\$38,118 – \$66,764
Certified Coding Specialist	Certificate	becoming familiar with coding systems, medical terminology and medical background of anatomy and diseases; prepares student for National American Health Information Association exam	\$20,650 – \$32,990
Child Development Specialist	AAS	assisting those already in child development field to obtain credentials and degree	\$15,267 – \$20,092
Clinical Assistant	AAS, Certificate	multi-faceted role within a clinical laboratory	\$21,840 – \$31,200
Culinary Arts	AAS, Certificate	a variety of culinary establishments as a sous chef, garde manager, kitchen supervisor, and restaurant manager	\$29,097 – \$106,930
Dental Assistant	AAS	preparing patients for treatments, assisting dentist with procedures, taking x-rays, developing film, and preparing administrative office duties	\$24,835 – \$36,275
Dental Laboratory Technology	AAS, Certificate	making and repairing dental appliances such as dentures, crowns, and braces	\$24,254 – \$40,997
Early Childhood Education	AAS	childcare work, child daycare services, and preschool employment	\$16,765 – \$20,821
Electronics Technology	AAS	installation technician, electronics technician, electronic sales, biomedical technician	\$27,680 – \$45,750
Firefighter	AAS	firefighter, firefighter supervision	\$20,197 – \$60,757
General Building Construction	AAS	general building construction	\$30,000 – \$43,000
General Studies	AA	transferring to a four-year institution	N/A
Geospatial Studies	AAS	technical skills with image and image-processing software products, working in business, communications, defense, education, engineering, government, health and human services, natural resources, transportation, and utilities industries	\$28,610 – \$46,080
Graphic Design/Graphic Communication	AAS, Certificate	graphic design work for print shops, computer design firms, publishers, and advertising agencies	\$30,600 – \$53,310
Health Information Technology	AAS	technical knowledge and skills necessary to handle medical, administrative, ethical, legal accreditation, and regulatory requirements of the health care delivery system	\$20,650 – \$32,990
Health Science	AAS	allows those with allied health experience to pursue a degree in their field	\$21,970 – \$49,010
Hotel/Lodging Management	AAS	hotel and resort management, tourism and travel services, and recreation services industry	\$28,640 – \$51,030
Industrial Management	AAS	position of supervisory leadership such as assembly supervisor, machine shop supervisor, operations supervisor	\$28,282 – \$71,010
Interior Design	AAS	employment with architectural firms, interior design firms, kitchen design firms, department stores, and furniture stores	\$30,890 – \$53,790

moving forward >>>
toward your goals

Area of Study	Degree	Prepares You For	Salary
Law Enforcement Specialty	AAS	deputy sheriff and city police positions	\$34,410 – \$56,360
Legal Assistant	AAS	interviewing, case investigation, preparation of pleadings, and legal research	\$34,910 – \$59,370
Machinist Technology	AAS, Certificate	rigorous demands of the manufacturing sector, manual machinist, CNC machinist, industrial sales, auto plant worker, machinist shop, and fabricator	\$23,067 – \$35,484
Manufacturing Engineering Technology	AAS	reading and creating blueprints, generating CNC programs, and assisting or leading a design team	\$35,000 – \$47,000
Maritime Training	AAS, Certificate	rigging barges, maintaining barges once underway, and performing routine maintenance on towboats and barges	\$25,000 – \$90,000
Massage Therapy	AAS	employment in doctors' offices, chiropractors' offices, hospitals, physical therapy offices, medical clinics, and massage therapy practices	\$20,342 – \$49,545
Medical Assistant	AAS	administrative duties and clinical duties in physicians' offices, clinics, and hospitals	\$21,970 – \$36,210
Medical Transcription	AAS, Certificate	administrative and transcription office tasks	\$25,313 – \$35,484
Microsoft Certified Systems Engineer	Certificate	analyzing business requirements, designing and implementing the infrastructure for business solutions, based on the Microsoft Windows platform and Microsoft Enterprise Server software	\$43,828 – \$81,494
Mine Inspection	AAS	mine safety inspection	\$32,593 – \$47,652
Network Systems Administration	AAS	network administrator, network engineer, systems support technician, network designer, and network security systems designer positions	\$43,828 – \$81,494
Network Systems Development	AAS	network administrator, network engineer, systems support technician, network designer, network security systems designer	\$43,800 – \$81,400
Network Systems Security	AAS	network administrator, web designer, systems support technician, network designer, security solutions designer, help desk technician, hardware technician, software technician, and software applications	\$43,800 – \$81,400
Painting and Allied Trades	AAS	earning a degree and credentials for individuals already working in the field	\$24,100 – \$39,600
Paramedic Science	AAS, Certificate	providing emergency medical treatment and stabilization, rescuing of persons entrapped in life-threatening situations, transporting critical patients, supporting and assisting law enforcement agencies, and public education and training	\$21,290 – \$35,210
Pharmacy Technician	AAS	routine tasks to help prepare prescribed medication, counting tablets, labeling bottles, administrative duties, stocking shelves, and operating cash registers	\$21,970 – \$41,800
Physical Therapist Assistant	AAS	home health care, rehabilitation hospitals, nursing homes, acute care hospitals, skilled nursing skills, outpatient departments, private practice offices, and school systems positions	\$33,840 – \$49,100
Police Science	AAS	West Virginia State Police, Federal Bureau of Investigation, and federal marshal positions	\$28,100 – \$56,000



Area of Study	Degree	Prepares You For	Salary
Program Developer	AAS	network administrator, web designer, systems support technician, and network designer positions	\$43,800 – \$81,400
Public Library Technology	AAS, Certificate	employment as a library assistant, library technician	\$20,200 – \$34,200
Radiologic Therapy	AAS	employment in hospitals, clinics, commercial radiological laboratories, physicians' offices, mobile radiological services	\$36,100 – \$52,400
Respiratory Therapy	AAS	employment in nursing homes, nursing units, outpatient centers, rehabilitation hospitals, acute care hospitals, home health, and physician's offices	\$37,650 – \$50,800
Surgical Technology	AAS	working in hospitals, physicians' offices, dentist offices, outpatient care centers, and ambulatory surgical centers	\$31,400 – \$45,250
Web Development	AAS	network administration, web designer, systems support technician, network designer, security solutions designer, help desk technician, and hardware technician positions	\$43,800 – \$81,400
Welding	AAS	building equipment contractor, school maintenance, repair shop, self-employment, manufacturing industry, construction industry, and utilities industry positions	\$30,326 – \$47,754



**what's
your goal?**

student *Spotlight*



Amanda P. Hackney

American Sign Language Program

I am a bridge builder, that is to say I bridge the gap between those who communicate using their voices and those who communicate using their hands. I am a Sign Language Specialist for Putnam County Schools, currently working at Stepping Stones Academy in Hurricane, West Virginia.

Each day I am greeted with smiling 5-year-old faces and this simple gesture begins my day of nonverbal communication. It touches my heart

to work with these children, because I realize that they live in a society in which very few people actively use sign language and that I am responsible for helping them make sense of the speaking world around them. At the end of each work day, a gentle hug and wave goodbye remind me that I chose the perfect career for me.

For me, the desire to enter this field began when I was in the second grade. I was fascinated by the story of Helen Keller, taking home the one book our classroom library had about her well over a dozen times. I decided that Interpreting for the Deaf was the only career choice for me when I attended my first American Sign Language (ASL) course at Mountwest. The course combined my desires to help others with my love for nonverbal communication, and I knew it was the academic path for me.

Leigh-Ann Brewer is the Director of the ASL program at Mountwest but was also my first ASL instructor. She was more than just a professor to me, becoming a friend and mentor. Mrs. Brewer-Henderson was responsible for getting me my first position within the public school system and introduced me to the deaf community in Huntington and nearby cities and gave me an understanding of deaf culture. It is this commitment to the education and employment of its students that makes Mountwest a great academic and financial investment. While working towards my Educational Interpreter certification, I have found that the guidance I received at Mountwest has been a great advantage.

“Each day I am greeted with smiling 5-year-old faces and this simple gesture begins my day of nonverbal communication.”

I quickly joined the American Sign Language Student Association (ASLSA) at Mountwest and was a member of the executive committee for two years. This group does a wonderful job of bringing together the student body at Mountwest with the surrounding deaf community. The group is responsible for Deaf Awareness, Deaf Chats, fundraising, and a scholarship to help deaf students get the funding and support they need to succeed at Mountwest. The college is committed to providing a successful environment for all deaf students.

The ASLSA scholarship is named for William Johnson, who was a member of the local deaf community and also the father of Linda Johnson, an ASL instructor at Mountwest. Mrs. Johnson taught me more about sign language and interpreting than any book could have. It is her commitment to not the only technical education of the language but also the cultural, psychological, and emotional components of ASL that makes Mountwest an institution I am proud to call my alma mater.

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Is a Career in Early Childhood Education for you?

DO YOU ENJOY YOUNG CHILDREN? DO YOU LIKE TO BE ACTIVE, ENGAGE IN PLAY ACTIVITIES, AND EXPERIENCE THE REWARD OF IMPACTING A YOUNG CHILD'S LIFE EVERY DAY? WELL, THEN POSSIBLY A CAREER IN EARLY CHILDHOOD EDUCATION IS FOR YOU.

An Early Childhood Educator (ECE) is a professional who provides supervision, care and education of young children, most often between the ages of birth through five and sometimes eight. An early childhood professional also focuses on enhancing a child's intellectual, social, emotional and physical development.

The field of early childhood continues to grow from year to year. Both on the federal and state levels, standards are being raised for the education and training of early childhood educators. A career in early childhood encompasses a wide range of job opportunities and also requires professionals to have specific skills.

An early childhood educator must exhibit various skills and dispositions. Specific skills include a sense of leadership, responsibility and supervision to a group of young children. Educators also need strong communication skills, which

provide professionals the ability to effectively interact, collaborate and relate to children, families, and co-workers. In addition to specific skills, individuals must exhibit certain dispositions. Professionals must be caring and sensitive to the individual differences and needs of children as well as flexible and adaptable to meet the needs of the children in the program.

The career opportunities in Early Childhood Education are numerous. At this time, collaborative Pre-K programs (4 year old programs) are required to employ lead teachers who have the minimum of an AAS in Early Childhood. These teachers must also be committed to continue their bachelor's degree also in Early Childhood Education. Teaching assistants are also employed for these classrooms.

Child care programs are often seeking professionals with degrees who can serve as director (in some programs), assistant director, lead teacher, or teaching assistant. Many centers who are accredited by NAEYC (National Association for the Education



An early childhood professional focuses on enhancing a child's intellectual, social, emotional and physical development.



of Young Children) are required to hire professionals who have degrees in Early Childhood. Early Childhood Educators also have the opportunity to open their own, in-home child care program. Head Start, a federally funded program, seeks qualified professionals to serve as lead teachers and assistant teachers to work with both infants/toddlers as well as preschoolers. Other career opportunities with Head Start include Pre-K Liaison, Area Supervisors, Home Visitors who work with the family and or mothers who are pregnant, and Child and Family Specialist.

Early Childhood Educators often work directly as teachers or teaching assistants in the classroom. However, other career opportunities include working for agencies that work directly and indirectly with children and families in other capacities.

In addition to the various career opportunities an individual in Early Childhood Education can pursue, the opportunities also allow a seamless transfer to a four year degree at higher institutions, which enables students to pursue other avenues in the field.



Article by Sarah Dick,
Program Coordinator



Early Childhood Education



CAREER OPPORTUNITIES IN LIBERAL ARTS & HUMAN SERVICES

American Sign Language
Biomedical Technology
Early Childhood Education
Electronics Technology
General/Transfer Studies
Manufacturing Engineering
Police Science
Public Library Technology
Public Safety
Technical Studies



Legal Assisting Program



American Sign Language



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